

State of New Hampshire
DEPARTMENT OF TRANSPORTATION
BUREAU OF AERONAUTICS
John O. Morton Building
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Concord, New Hampshire 03302-0483

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Airport Registration Requirements

Prior to initial application with the State of New Hampshire, a Notice of Landing Area Proposal, FAA Form 7480-1, should be filed with the Federal Aviation Administration for all new landing areas. Airport and Heliport Development and Design Information Packets are available for a fee from the Bureau of Aeronautics.

Registration Procedure (Tra-A 405.01):

- 1) The owner or the sponsor of any commercial landing area open to the public shall possess a currently effective New Hampshire landing area registration.
- 2) The owner or sponsor of a non-commercial landing area which is not open to the public may obtain a state landing area registration, but such registration is not required by state law.

The registration certificate is effective for a period of one year. The year is based on the calendar year from January 1 to December 31.

* Registered landing areas open to the public may be eligible to receive one free windsock per registration year from the NHDOT, Bureau of Aeronautics. Please contact us for information.

Registration Office Open 8:30 AM to 3:30 PM Monday through Friday

Questions?
Call NHDOT, Bureau of Aeronautics
(603) 271-2551

422:17 Airport Registration. – The department shall, with reasonable dispatch, upon receipt of an application for an original registration, issue an appropriate registration certificate if it is satisfied that the airport conforms to minimum standards of safety and that safe air traffic patterns can be worked out for such airport and for all existing airports and approved airport sites in its vicinity. Registration certificates and renewal thereof may be issued subject to any conditions that the department may deem necessary.

For the purpose of completing this form:

“Aircraft” *means a device that is used, or intended to be used for flight in the air, and for which a federal registration certificate and number have been assigned.*

“Airport” *means an area of land or water that is used or intended to be used for the landing and taking off of aircraft, and includes its buildings and facilities, if any.*

“Airport Manager” *The operation of any airport registered under the provisions of this chapter other than unattended private noncommercial airports shall be under the supervision and control of an airport manager. Each manager, and any authorized representatives of, and successors to the manager, shall inform the director of his or her appointment, and provide a current telephone number and mailing address to the department. The airport manager shall have full power to close the airport against the take-off of any aircraft when in his or her opinion the proposed flight cannot be conducted without endangering the life or property of others; provided, that the power granted hereby shall not be used to prevent any flight which can be conducted in accordance with the then current federal and state regulations governing the operation of aircraft. [see RSA 422:20]*

“Applicant” *means the person charged with, and legally able, to make application for registration in the airport’s name.*

“Commercial aviation operator” *means any person, who in any capacity engages in one or more aeronautical activities for compensation or hire within the boundaries of an airport. Aeronautical activities include, but are not limited to carriage of persons or property; flight training; instruction; construction, sale, repair, maintenance, modification, or storage of aircraft, aircraft fuel or aircraft parts; or rendering other aviation services for compensation.*

“Commercial Airport” *an airport where person (s) or entities for any reason engages in one or more aeronautical activities for compensation or hire within the boundaries of an airport. Aeronautical activities include, but are not limited to carriage of persons or property; flight training; instruction; construction, sale, repair, maintenance, modification, or storage of aircraft, aircraft fuel or aircraft parts; or rendering other aviation services for compensation.*

“Conditions” *means terms of registration of the airport determined to potentially have an affect on safe operation of aircraft or a legally binding restriction. ie. “Daylight VFR Only” is a valid condition, “No Fuel Available” is not a condition”. No Commercial Traffic is a condition; “Single Engine Airplanes Only” is not a condition. Conditions determined during inspection are listed on your FAA form 7480-1 determination.*

“Owner” means the person(s), municipality, or other entity that has legal rights of ownership over the airport’s property and facilities.

“Sponsor” means the person or entity that has a legally binding and tangible obligation to the continued operation, maintenance, and care of the facility.

New Airport Registration

Step-by Step Instructions

1. Name of Airport: Please enter the airport’s name
2. Town or Municipality where airport is located
3. Name of County in which airport is located (ie. Belknap, Coos)
4. Enter Lat-Long (if estimated please state):
 - a. Latitude (degrees-minutes-seconds format is preferred)
 - b. Longitude (degrees-minutes-seconds format is preferred)
- 5a. Airport’s physical street address
- 5b. Airport’s mailing address (if different than 5a)
6. Enter Applicant’s Name. This is the person making application for the airport and may or may not be the Owner or Airport Manager.
7. Enter Applicant’s address
- 8a. Enter Applicant’s Telephone number
- 8b. Enter Applicant’s Fax number
9. Enter Applicant’s E-mail address
10. Enter Owner’s or Sponsor’s Name (if different than Applicant)
- 11a. Enter Owner’s Telephone number
- 11b. Enter Owner’s Fax number
12. Enter Owner’s Address (if different than Applicant)
13. Enter Owner’s E-mail address
14. Owner’s Signature and date

NOTE: Items 15 through 19b are not required for unattended, private, non-commercial airports.

15. Enter Airport Manager’s Name
- 16a. Enter Airport Manager’s Telephone number
- 16b. Enter Airport Manager’s Fax number
- 16c. Enter Airport Manager’s Cell number
- 16d. Enter Airport Manager’s E-mail address
- 16e. Enter Airport Manager’s Website URL
17. Enter Airport Manager’s Mailing address
18. Authorized Representative (s): Some airports may have an additional person(s) with decision-making authority for the facility in the absence of the owner or airport manager.
- 19a. Airport Manager’s Signature
- 19b. Date of Airport Manager’s Signature
20. Select all airport descriptions that apply; include runway length and/or helipad dimensions; describe Conditions, including any restrictions to flight operations (i.e. Daytime VFR Only)
21. Select the Airport’s Status as (a) Open to the Public, and include hours of operation or (b) Private: Prior Permission Required